



### Course-Embedded Internship Summary Report

Directions: This Course-Embedded Internship Summary Report is for your use as a planning worksheet. As you plan out the course-embedded activities that you will count toward your Internship hours, do the following:

- Include at least one course-embedded activity under each competency.
- Make sure your campus-supervised activities total a minimum of 140 hours (100 hours for Internship Group A) as specified in the following domains:
  - Domain I School Community Leadership: minimum of 46 hours; 33 for Group A
  - Domain II Instructional Leadership: minimum of 62 hours; 44 for Group A
  - Domain III Administrative Leadership: minimum of 32 hours; 23 for Group A

		Brief Description of the Activity	Date of the Activity	Internship Hours
Domain I: School Community Leadership	Competency 001	Create a personal vision of leadership.	5/27/2011	2
		Students will complete all parts of each Technology/Leadership self-assessments and thoroughly document the results as required. Students will thoroughly summarize key ideas of each section of their State's Technology Plan and describe their State Technology Curriculum Standards.	11/05/2010	6
	Competency 002	Develop a plan for a family-school-community partnership(s) to increase student achievement.	9/23/2011	6
		Create a blog and wiki reference document.	11/05/2010	6
		Create a public service announcement for parents and community partners. Capture and integrate sound, video, and digital images; create RSS feeds; and publish the final product on the web. Use short teacher and student interviews to focus on 21st century technology for engagement and achievement.	12/23/2011	15
		Students develop a presentation to be given to key stakeholders in their school that emphasizes the importance of parental-community involvement to student achievement.	9/23/2011	6

Competency 003	Attend a Site-Based Decision-Making (SBDM) meeting, record reflections, and interview the principal and one other staff member regarding collaboration, consensus-building strategies, ethical relationships, typical agenda items, etc.	6/24/2011	7
	Review Chapter 247 of the Texas Administrative Code, "Educators' Code of Ethics," conduct observations and/or interviews in your school, and use the results of those observations/interviews to complete the "Code of Ethics Mindwalk."	2/13/2011	5
	Identify and understand legal & policy dimensions of education. Analyze various statutes and school laws. Apply knowledge to scenario-based problems throughout the course.	11/10/2011	15

Domain II: Instructional Leadership	Competency 004	Conduct a data-driven, comprehensive needs assessment using the latest AYP and AEIS data, a multi-year history of this data, and a comparable improvement report.	5/31/2011	10
	Competency 005	As campus professional development activity, create a wiki-based study group with 8 teachers leading and support teachers who analyze data related to student learning , create a lesson using Universal Design for Learning at the CAST Lesson Building at <a href="http://lessonbuilder.cast.org/">http://lessonbuilder.cast.org/</a> , create a sample electronic book to share with your learning team members. Lastly, add a team reflection to your Google site about the process of creating an electronic book.	3/22/2011	12
		4 - Demonstrates knowledge of the principles of design and their application to digital graphics/animation products. 5 –Demonstrates knowledge of principles of typography and page design and knows how to use technology tools to create desktop publishing products. 6 –Know how to use graphics, animation, and desktop publishing software to produce products that convey a specified message to an intended audience.	2/19/2012	12
	Competency 006	Conduct an interview with an administrator at your school regarding strategies for recruiting and retaining high-quality teachers and administrators.	2/13/2011	2

		Complete the Cultural Proficiency Receptivity Scale, use the Cultural Proficiency Professional Development Rubric to assess the level of professional development at your campus or workplace, and identify and describe where and how your campus has responded to each of the elements of Cultural Proficiency.	2/13/2011	4
		Create an action plan for the campus. Develop an agenda for a professional development day that addresses the targeted campus needs and include a timeline for follow-up professional development.	7/4/2011	10
		Students access the policies and procedures in place in their district related to teacher mentoring programs by accessing the district's webpage or contacting the district Human Resources Office and reflect on the policies in place for mentoring/induction.	2/13/2011	2
		Application of learning by designing a remediation to a situation you would like to improve in your school. In your School-Based Analysis, you familiarized yourself with special education policies in your state and school district.	11/10/2011	15
		Students engage in identifying an action research topic(s) or research question(s) and designing a draft action plan completing a recommended template or format of a blueprint of the action research plan.	12/11/2010	13
	Competency 007	Demonstrate leadership for accountability by researching best practices, including specific professional development to address a target area and list the strategies and rationale for using each strategy.	6/16/2011	4

Domain III: Administrative Leadership	Competency 008	Conduct a data-based needs assessment. Based on the areas of need identified, create a campus action plan to address the needs identified including professional development plans, allocation of resources to support the plan, and any tools needed for school improvement efforts.	6/16/2011	10
		Analyze district technology after completing interviews with at least two school administrators who are involved with the planning and budgeting of technology.	6/18/2011	5
		Students will evaluate and analyze a school district's Student Information System, including the evaluation of total cost of ownership, feature set, ease of use, customer support, and training.	6/18/2011	5
	Competency 009	Assess progress, revise plans, and prepare for second part of the 18 month long internship. Evaluate School Safety & Cyber Safety features.	8/15/2011	15
			Total course-embedded hours	187